CODESP NEWS

TRAINING@CODESP.COM

Our most recent website section is **Training Presentations**. Currently we have three presentations and other related materials posted on the site.

The topic of the first presentation is *Employee Preparation for Promotion in the Classified Service*. This can be shown to promotional candidates who request test preparation advice on how to prepare for the selection process. It provides them with tips on how to complete an application, prepare for a written test, interview and performance examination. Other materials provided on the site include, *Tips to Increase Your Test-Taking Skills,* which provide sample test questions and study materials.

The second presentation posted is *Planning Your Selection Process.* Step by step instructions are provided to assist in the development of a selection plan, from the job analysis through actual test design. This is a great training tool for new human resource staff members.

The third presentation is one provided by Rheta Baron King, a certified rehabilitation counselor and an expert on the ADA and accommodation. She has allowed us to post her presentation, *An Ounce of Prevention* or *What I Would Have Done if I Would Have Known She Was Going to Sue.*

This presentation offers valuable tips on reviewing and revising district test accommodation policies and procedures. Ms. King can be reached at rhetab@hotmail.com

Visit codesp.com frequently, more presentations will be added soon. Remember, you will need to use your Member's Only User Name and Password to access this area. Contact us if you have forgotten them.
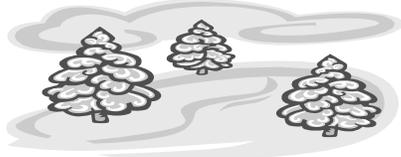
Meeting Calendar

Following is a list of Training Meetings planned for the next six months. Check our website often for updates, details and directions. These meetings are free to all participants, including nonmembers and are generally from 10 a.m. - 12 noon.

January 10	CSPCA Conference - San Jose*
January 25	Alameda COE - Hayward
February 8	Mt. Diablo USD - Concord
February 8	ABC USD - Cerritos
February 15	Riverside COE - Riverside
March 1	Newport-Mesa USD - Costa Mesa
March 8	Grant Joint UHSD - Sacramento
March 22	Santa Clara COE - San Jose
April 26	Lemon Grove SD- San Diego Area
May 3	Hacienda-La Puente USD, City of Industry
May 3	Berkeley USD - Berkeley

JANUARY 10

The **California School Personnel Commissioner's Association** (CSPCA) will be holding their annual conference in **San Jose** January 10 - 13. Staff training will be offered the first day of the training, Thursday, from 1:00 - 4:45 p.m. It is free for CSPCA members but will cost $25 for nonmembers. You do not have to be from a merit-system district to attend the training.

*Topics for the meeting will include a CODESP staff presentation, *What Every Test Administrator Should Know But Were Afraid to Ask (**1:00 – 2:45**).* In this workshop participants will learn new strategies on hiring the most qualified candidates including developing job related test materials and assisting current employees in the promotional testing process.

Registration forms are available on the CSPCA website at:

www.smcoe.k12.ca.us/cspca/confer1_02.doc

The CODESP web page contains information about our products and services.

Meetings Schedule	A wide variety of free employee selection related training meetings are held several times a year throughout the state. The **Meetings Schedule** provides information on the locations, topics, dates, times and directions.
C-CIB Request Form	Members can request test materials by completing and submitting the **C-CIB Request Form** online.
Test Materials Available	**Test Materials Available** provides lists of multiple-choice written test questions, sample supplemental application forms, interviews, writing samples, and performance examinations.
Members List	The **Members List** is a list of our current members, which includes direct links to staff e-mail addresses and district website addresses.
HR Job Postings	The **HR Job Postings** area is a job posting service to assist our members in the recruitment of Human Resource personnel.
Related Links	The **Related Links** section provides CODESP Links to a variety of Human Resource professional organizations, websites related to testing procedures, education, and legislation.
CODESP News Archives	Past newsletters can be found in the **CODESP News Archives**.
Message Board	A **Message Board** is available to member districts so that they can request information and swap ideas with each other. Networking is an essential part of CODESP membership.
Membership	This section provides members with the necessary paperwork required for membership.
Yearly Invoice	Current and new members can print out the **Yearly Invoice**, write in their district name at the top and submit the form to their accounting department for a purchase order or check.
Membership Agreement	The **Membership Agreement** is the contract between CODESP and the member district.
Security Agreement	All staff members involved in the handling of CODESP test materials are required to sign the **Security Agreement**.
Member's Only	This section is accessed by entering a User Name and Password provided to members.
HR Salaries	**HR Salaries** is an on-going salary survey of HR Directors and HR Analyst positions.
Training Presentations	The **Training Presentation** section contains presentations on selection related issues.
CODESP Handbook	The **CODESP Handbook** was written to provide valuable information about employee selection, including related legislation and the variety of methods available.
Sample Job Descriptions	Members can access **Sample Job Descriptions** in a variety of classified positions provided by member districts.
C-CIB Manual	The **C-CIB Manual** includes step-by-step instructions for the use of the CODESP-Computerized Item Bank (C-CIB).

Ten **newsletters** are published and sent to members each year. The current newsletter is always posted on the website.

NorCal Training

Alameda County Office of Education in **Hayward** will be the site of our first "regularly scheduled" Northern California meeting on **January 25** from **10 - 12 noon**. Membership in the Bay Area has increased significantly in the past few years so we will be offering frequent training meetings throughout the area.

These meetings provide a wonderful opportunity for CODESP members and guests to network with staff from other school district's human resource departments. We have scheduled several excellent speakers over the next six months who will offer valuable legal updates in the areas of recruitment, testing, selection, and retention of classified employees.

Our first speaker will be Janna Lambert, an attorney who provides county counsel to Alameda COE. She will discuss *Legal Issues Regarding Hiring*. Recently there has been confusion regarding conviction records, expunged records, and other factors determining the disqualification of candidates. Ms. Lambert will provide some important information on this topic and will also discuss reference checking, fingerprinting volunteers, etc.

Check our web site for directions and further information.

Word Processing Competency Test

CODESP staff has developed a new clerical keyboarding performance exam which is now available through our C-CIB e-mail delivery system.

This is not a "typing" test. It is comprised of some of the tasks which are required for positions that perform basic word processing such as, modifying alignment, changing font types and sizes, inserting bullets, setting margins, spell checking, saving files, and printing documents. The candidates are asked to perform the tasks within 30 minutes and submit a completed document.

We are working on another version which will include assessing skills such as making tables, columns, advanced formatting, etc.
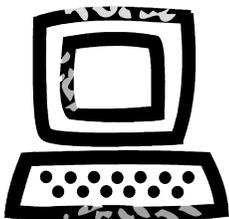
If you'd like to try this new test, complete a C-CIB Request Form and check-off Performance Test. In the comments section, ask for the Word Processing Competency Test. We'd love to hear feedback from you regarding this exam.

NEW MEMBERS

WELCOME TO CODESP!
- **Morongo Unified School District**
- **La Canada Unified School District**
- **Vallejo City Unified School District**

C-CIB

New additions to the CODESP Computerized Item Bank include:

Food Service:	Nat'l School Lunch
Library:	Definitions
Instructional Aide:	Word Choice
English Usage:	Sent. Correction
Warehouse:	Storage
Grounds:	Equipment
Clerical:	Checking
Data Processing:	Terminology
Electronics:	Telephone
Word Processing:	Mac Operations
Mgt./Supervision:	Misc.
Reading Comp:	Misc.

REMINDER

To request sample job descriptions, written test items, supplemental application forms, interviews, and performance tests, a **C-CIB Request Form** MUST be completed. A job description MUST also be included if we do not have your district's descriptions on file. The descriptions can be cut and pasted into the comments section of the on-line form or you can fax them to us.

If you have a special request, such as needing the materials Fed-Ex'd, or if you are requesting specific test materials, include this information in the comments section. We make every effort to respond to your requests ASAP, but advance notice is appreciated. Please consider the approaching holidays and possible slower mail delivery.

ADA STAFF TRAINING

During 2002 we have several training sessions on the Americans with Disabilities Act (ADA) scheduled. AB 2222 has raised many questions and there is limited case law to guide us.

Rheta Baron King states in her presentation (see page 1) that human resource administrators need to ask themselves the following questions regarding their staff:

Are they fully conversant with the district's ADA policies and procedures?

Are they responsive to inquiries about accommodation?

Do they know what documentation is required?

Do they know how recent disability documentation must be?

Do they know how much advance notice is required to provide accommodations?

Has staff retraining been documented?

Need the answers? Plan to attend one or more of this year's training programs and visit our Training Presentation site at **www.codesp.com**.

HAPPY HOLIDAYS

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